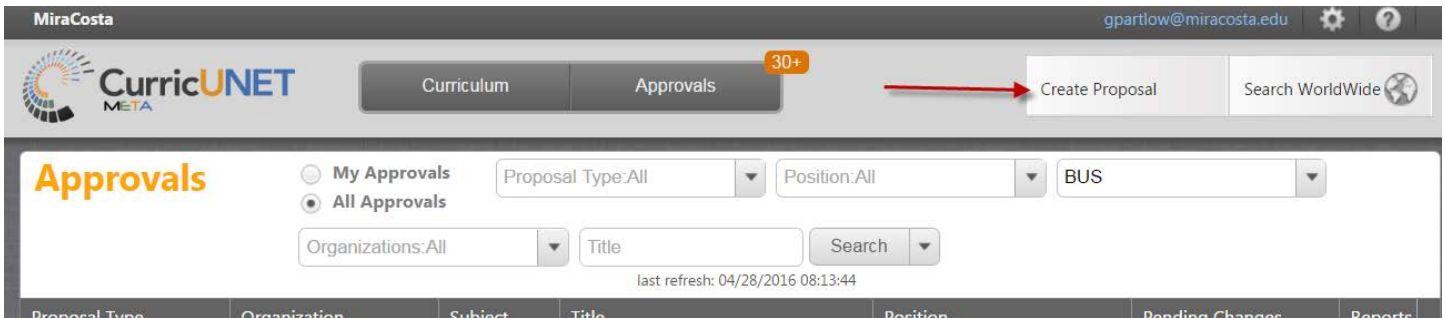


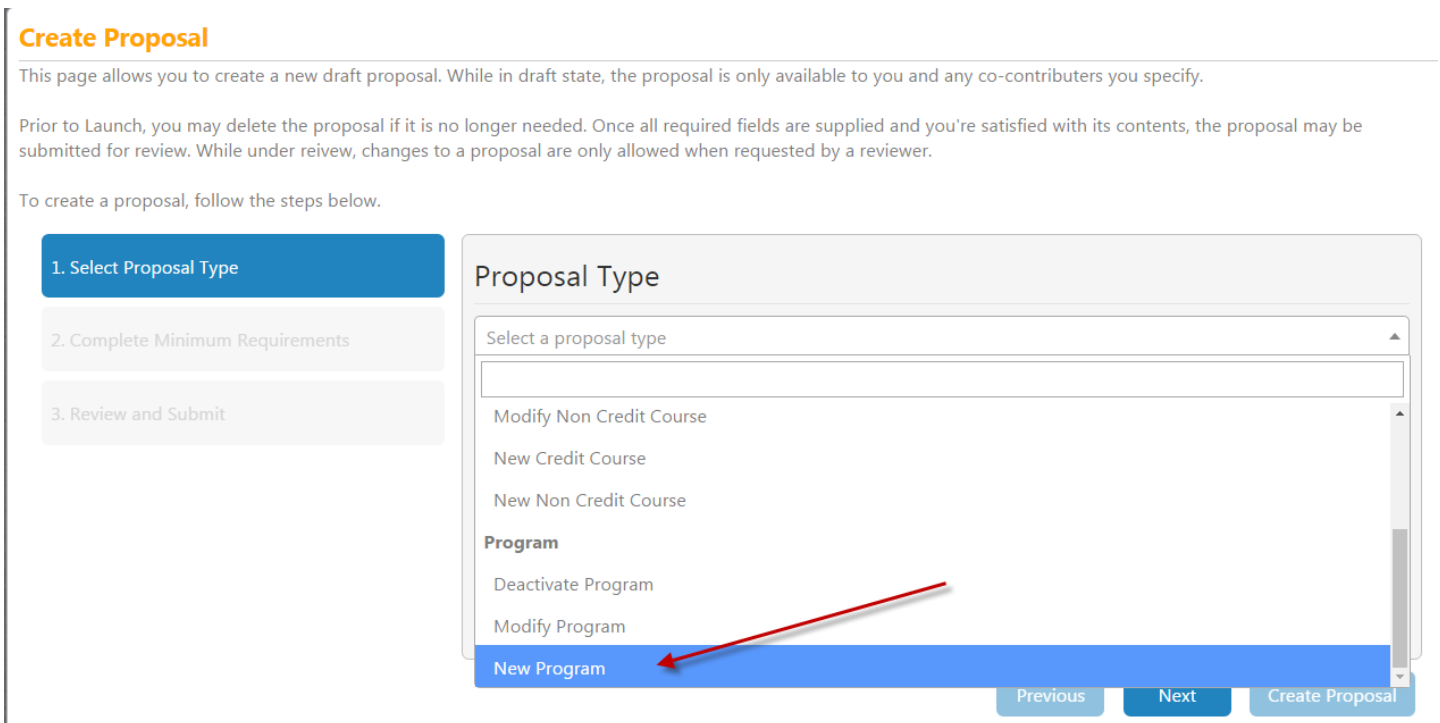
Creating a New Program Proposal in CurriUNET Meta

Step 1. Log into CurriUNET Meta.

Step 2. Click on Create Proposal button located in the top right hand side of the page.



Step 3. Select Proposal Type (New Program). Then click on Next button.



Step 4. Fill out the Minimum Requirements. Under Award Type, choose what best describes your program. Will it be just a Certificate of Achievement? Or will it be both Certificate of Achievement and AA Degree? Note that we have a choice of AA or AS. Enter your program title. Then click on the Next button.

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you specify.

Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Minimum Requirements

Fill out all of the fields below.

Department*

ADM

Award Type*

Select an award type

Bachelor's Degree

Certificate of Achievement

Certificate of Achievement and AA Degree

Certificate of Achievement and AS Degree

Certificate of Competency

Certificate of Completion

Certificate of Proficiency

Previous

Next

Create Proposal

Step 5. Click on Create Proposal under Proposal Summary.

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you specify.

Prior to Launch, you may delete the proposal if it is no longer needed. Once all required fields are supplied and you're satisfied with its contents, the proposal may be submitted for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Proposal Summary

You have chosen to create a New Program proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Program Title: **Example on How to Create New Programs**

Award Type: **Certificate of Achievement**

If this is correct press Create Proposal to submit the new proposal to the New Credit approval process.

Previous

Next

Create Proposal

Step 6. Fill out Cover Page. You can change your program title on this page if needed. Add the subject this program falls under. Complete all fields. Click on the Save button at the bottom right corner.

Step 7. Complete the Description page. This is what goes in the catalog describing the program. If you click out of the text box the Save button will appear, click on Save.

Step 8. Workforce Needs Verification. This is for CTE programs. Skip this page if you do not have a CTE program. If this is a CTE program, complete page and save.

Step 9. Program Outcomes. This page can only be edited by the Technical Support Specialist. For program outcomes, go to the SLO Committee portal site and complete a new Program SLO form. Once the form goes through the SLO approval process the Technical Support Specialist will add it to your program proposal.

https://portal.miracosta.edu/Committees/College%20Committees/SLO_Assessment_Committee/Solutions/PSLO%20Forms.aspx

Portal Home Governance Committees Departments Resources Launchpad

PSLO Forms

PSLO Form - Propose/Modify/Delete Program Student Learning Outcomes

Create PSLO Modification Create New Program PSLO Create PSLO Deletion

IMPORTANT NOTE: We have discovered an issue with **FIREFOX** re: word-wrapping in textboxes. Please use either **CHROME** or **IE**.

PSLO Modifications

✓	Name	Stage	Dept Chair	SLO No	Created	Created By
---	------	-------	------------	--------	---------	------------

Step 10. Course Block Definitions.

A. Click on Add New Item to start.

New Program: Example on How to Create New Programs

Status: Draft Launch Delete Draft

Cover	5/5
Description	1/1
Workforce Needs Verification	
Program Outcomes	
Course Block Definitions	

Course Block Definitions

Curricunet Help

Course Block Definitions Show Details Add New Item

There are no course block definitions to display

B. Course Block Definition text box. This is where you'd add the language for the courses listed in the program. i.e. "Required Courses" or "Select 15 units from the following courses:"

New Program: Example on How to Create New Programs

Status: Draft Launch Delete Draft

Cover	5/5
Description	1/1
Workforce Needs Verification	
Program Outcomes	
Course Block Definitions	
Attach Files	
Codes	1/1

Course Block Definitions

[Curricunet Help](#)

Course Block Definitions

Course Block Definition

Required Courses:

Block Header

Block Footer

Override Default Unit Calculations

Unit Min

Unit Max

This part is filled out if you are asking a student to take a certain number of units out of a list of courses that total more than the minimum required. i.e. You have 20 courses listed at 3 units each, but they only need to take 15 units or 5 courses. If you have different unit variations, such as BIO 100 = 4 units but BIO 101 = 3 units and the student can take one or the other, then it would be Unit Min = 15 and Unit Max = 16, and click on **Override Default Unit Calculations** so the program does not take the course units into account.

+ Save ⊘ Cancel

C. Now to add courses under the Required Course Block you just created, click on the Edit Program Courses button located to the right.

Course Block Definitions

[Curricunet Help](#)

Course Block Definitions Show Details + Add New Item

Required Courses:

Override Default Unit Calculations: true

Program Courses

There are no program courses to display

To add courses under Required Courses click on Edit Program Courses.

Edit Program Courses

D. To add courses, click on Add New Item.

Course Block Definitions

[Curricunet Help](#)

Program Courses Show Details + Add New Item

There are no program courses to display

Click here to add your first course.

E. Select the course from the drop down menu by selecting the Subject first, then the course. This is where you'd also select the condition (example of when you'd do this: BIO 100 or BIO 101, or BIO 101 and BIO 101L). The Unit Range is for courses that have variable units such as the 292 and 299s. You can identify here that you must take a minimum or maximum number of units for this particular course.

Click on Save to add the course to the list.

Course Block Definitions

Curricunet Help

Program Courses

Subject
ADM - ADM

Course
ADM 100 - Introduction to the Administration of Justice 3.00 *CUI

Non-Course Requirements

Condition

Unit Range

Units Low

+ Save ⓧ Cancel

F. Click on Add New Item again to add the second course in your list. Repeat.

G. One you are done adding the courses under your Course Block Definitions for Required Courses (or Core Courses or whatever you titled your first block), click on the Done button located on the bottom left of the page.

I. Exception Identifier. If you have an exception for one course, you can add a symbol in the Exception Identifier box and then write the reason for the exception in the text box below. If you are using the same symbol for multiple courses, just add the symbol to the Exception Identifier for each course and leave the Exception text box blank. You will add the reason for the Exception Identifier on multiple courses under the **Block Footer** of the Course Block Definition.

Shown in the course:

Exception Identifier

*

Exception

Testing

Shown in the Course Block Definition:

Course Block Definitions

Last updated by Gwen Partlow on 4/28/2016 at 12:27 PM

[CurricUNET Help](#)

Course Block Definitions

Course Block Definition

Required Courses:

Block Header

Block Footer

* These are special courses with special requirements.

If the symbol pertains to more than one course, write the meaning here.

How it looks in the Program Outline Report:

Degree Requirements:

Required Courses:

Credit Hours: (13 - 14 Required)

ADM100	Introduction to the Administration of Justice	3
ADM107	Introduction to Computer/Digital Forensics	3
ADM100H or	Introduction to the Administration of Justice (Honors) *	3
ADM100H	Introduction to the Administration of Justice (Honors)	
BIO100 or	General Biology (Lecture and Lab)	
BIO101	General Biology	
ADM292	Internship Studies	

* These are special courses with special requirements.

In the Program Outline Report you can see where the Exception Identifier appears and where the Block Footer appears.

Step 11. Adding another Course Block Definition. This would be done if you have elective courses, or different course pathways for program completion.

Click on Add New Item in the Course Block Definitions row (all in gray).

Course Block Definitions

Last updated by Gwen Partlow on 4/28/2016 at 11:59 AM
[Curricunet Help](#)

Course Block Definitions Show Details [+ Add New Item](#)

Required Courses:

Program Courses	
ADM 100 - Introduction to the Administration of Justice 3.00 *CURR	Edit Program Courses
Subject: ADM - ADM	
ADM 107 - Introduction to Computer/Digital Forensics 3.00 *CURRENT*	

Annotations:

- Click here to create another set of courses such as electives. (points to Add New Item)
- Don't click on this. This just allows you to edit the courses in the current Course Block Definitions. (points to Edit Program Courses)

Step 12. Enter your parameters for the new course block definition. Click on the Save button.

Course Block Definitions

Last updated by Gwen Partlow on 4/28/2016 at 11:59 AM
[Curricunet Help](#)

Course Block Definitions

Course Block Definition

Select 15 units from the following courses:

Block Header

Block Footer

Override Default Unit Calculations

Unit Min
15

Unit Max
15

Annotations:

- Notice that I checked the Override Default Unit Calculations and entered a Min and Max of 15 to reflect that the student needs 15 units. (points to Override Default Unit Calculations, Unit Min, and Unit Max)

[+ Save](#) [Cancel](#)

Step 13. Add courses to the new Course Block Definition. You'll probably have to scroll down to see where it is (scroll bar on the right side). Click on the Edit Program Courses button under the new Course Block Definition. In this example, it would be under "Select 15 units from the following courses:"

Course Block Definitions

Last updated by Gwen Partlow on 4/28/2016 at 11:59 AM
[CurricUNET Help](#)

The screenshot shows the 'Course Block Definitions' interface. At the top, there are options for 'Show Details' and 'Add New Item'. Below this is a list of courses with their subjects and unit values. A scroll bar on the right side is highlighted with a red arrow and a callout box that says 'Scroll bar so you can see the new Course Block Definition'. Below the list is a blue bar with the text 'Select 15 units from the following courses:' and a callout box pointing to it that says 'Your new course block along with the unit min and max that was added.' Below this bar are fields for 'Unit Min: 15' and 'Unit Max: 15'. Below these fields is a section titled 'Program Courses' with a callout box pointing to an 'Edit Program Courses' button that says 'Click here to add courses to your new course block.' The 'Program Courses' section currently displays 'There are no program courses to display'.

Step 14. Follow the directions in Step 10, D-G to add courses. When done, it should look like this:

Course Block Definitions

Last updated by Gwen Partlow on 4/28/2016 at 11:59 AM
[CurricUNET Help](#)


The screenshot shows the 'Course Block Definitions' interface after adding courses. At the top, there are options for 'Show Details' and 'Add New Item'. Below this is a blue bar with the text 'Select 15 units from the following courses:' and a scroll bar on the right side. Below this bar are fields for 'Unit Min: 15' and 'Unit Max: 15'. Below these fields is a section titled 'Program Courses' with an 'Edit Program Courses' button. The 'Program Courses' section now displays a list of courses with their subjects and unit values:

- ADM 200 - Concepts of Criminal Law 3.00 *CURRENT*
Subject: ADM - ADM
- ADM 210 - Criminal Procedures 3.00 *CURRENT*
Subject: ADM - ADM
- ADM 220 - Criminal Evidence 3.00 *CURRENT*
Subject: ADM - ADM
- ADM 230 - Policing in a Diverse and Multicultural Society 3.00 *FUTURE*
Subject: ADM - ADM
- ADM 240 - Written and Oral Communication in the Administration of Justice 3.00 *CURRENT*
Subject: ADM - ADM
- ADM 250 - Police Field Operations 3.00 *CURRENT*
Subject: ADM - ADM

Step 15. Attach Files. This is where you add the documents of support for your new program. These will be used when the program is submitted to the Chancellor's Office.

New Program: Example on How to Create New Programs

Status: Draft Launch Delete Draft





Cover	5/5	Attach Files <i>Curricunet Help</i> Choose select to browse for files. After reviewing your choices press Upload Files to attach the files to this record. <input type="button" value="Select..."/> 
Description	1/1	
Workforce Needs Verification		
Program Outcomes		
Course Block Definitions		
Attach Files		
Codes	1/1	


Attachments
There are no attachments to display. Press Select to browse for files to attach to this record.

Step 16. Codes. This page is completed by Administration. If you are completely done and ready to submit to the next stage, click on the Launch button in the upper right corner. If you'd like to continue working on the draft, just exit the page. Your draft will be saved.

New Program: Example on How to Create New Programs

Status: Draft Launch Delete Draft

Cover	5/5	Codes Last updated by Gwen Partlow on 4/28/2016 at 11:03 AM <i>Curricunet Help</i> Date Curriculum Committee Approval <input type="text"/>  Board Approval Date <input type="text"/>  Effective Date <input type="text"/>  Instructional Services Effective Semester <input type="text"/> Effective Year <input type="text"/> Top Code <input type="text"/> Originator <input type="text" value="Partlow, Gwen"/> Origination Date <input type="text"/>  Comments
Description	1/1	
Workforce Needs Verification		
Program Outcomes		
Course Block Definitions		
Attach Files		
Codes	1/1	

Click here to launch your draft to the next stage. Once you do this you will not be able to go back and edit this proposal. 

Further tips:

- View a clean version of your proposal. Click on the paper icon in upper left corner next to Status and select Program Report.

New Program: Example on How to Create New Programs

Status: Draft

Program Report All Fields **5/5** Codes

Description **1/1** Last updated by Gwen Partlow on 4/28/2016 at 11:33 AM
[Curricunet Help](#)

Workforce Needs Verification

Date
Curriculum Committee Approval

EXAMPLE ON HOW TO CREATE NEW PROGRAMS

CERTIFICATE OF ACHIEVEMENT

Description

This program is for faculty...

Career Opportunities

It allows faculty to work independently in Meta without waiting on staff, thus benefiting students in the long run.

Degree Requirements:

Required Courses:

		Credit Hours: (13 - 14 Required)
ADM100	Introduction to the Administration of Justice	3
ADM107	Introduction to Computer/Digital Forensics	3
ADM100H or	Introduction to the Administration of Justice (Honors)	3
ADM100H	Introduction to the Administration of Justice (Honors)	3
BIO100 or	General Biology (Lecture and Lab)	4
BIO101	General Biology	3
ADM292	Internship Studies	1

Select 15 units from the following courses:

		Credit Hours: (15 Required)
ADM200	Concepts of Criminal Law	3
ADM210	Criminal Procedures	3
ADM220	Criminal Evidence	3
ADM230	Policing in a Diverse and Multicultural Society	3
ADM240	Written and Oral Communication in the Administration of Justice	3
ADM250	Police Field Operations	3
ADM260	Organized Crime, Gangs, and Terrorism	3

Total: 28.00 - 29.00

